

Department of Veterans Affairs
Disability Advisory Committee Meeting

May 16, 2007 meeting
MINUTES

In attendance:

Chair	Voting Members	Resource Advisors (non-voting members)	Excused Absentees	Guests
Debor Untal	Connie Petersen John Smith Stewart Mackenzie Debra Lehr Angie Reimer	Sue Rose-Wilson Stacey Frank Jacquie Ruiz	Janelle Anderson Julie Bash Kevin Johnson Bonnie Kelly Patricia Reeder Rosemarie Rojas	

Meeting Opened: 3:00 p.m.

AGENDA ITEMS

1. EEO

- a. DAC overview – each Department/Agency is required by state and federal law to have a DAC. DAC was created to address the needs of employees with disabilities to assure fairness in the workplace. Acts in an advisory capacity to the Secretary on issues affecting employees with disabilities. Two-thirds of members should be individuals with a disability. Minimum of 6 meeting per year.
- b. Definition of Disability – Any individual who:
 - i. Has a physical or mental impairment that limits a major life activity (e.g., walking, talking, sleeping)
 - ii. Has a record of such impairment
 - iii. Is regarded as having such impairment
 - iv. Has a relationship or is associated with a person with a known disability
- c. CDVA Strategic Plan – Foster recruitment of disabled employees and report to Secretary plans to address issues/concerns of disabled employees and accomplishments in implementing plans.
 - discussion of other facilities' compliance with disabled persons needs
 - goal= to make disabled employees independent within our facility
 - conduct survey of departmental employees regarding making the building compliant with the Americans with Disabilities Act.

2. DAC New Members Introduction (see list of Attendees above)

3. Election of Officers – not enough members in attendance to conduct vote – considering sending email to ask for volunteers and/or nominations

4. Revision & Approval of DAC Bylaws- Bylaws handed out. Review and email any suggestions for change, addition or improvement to DAC Chair, Debor Untal.

5. Planning Activities for the Year – xx

- a. Purpose of fundraising – DAC awareness activities have not been well attended in the past. To encourage attendance, the plan is to provide refreshments (people love food). Fundraising will ensure funds for providing food and drink.
 - i. Cookbook Fundraiser
 - Collect recipes from everyone in Department (maybe include history of some of the recipes)
 - Take advance orders??
 - Offer a full page ad in cookbook in exchange for financing the printing of cookbook (from one or more Veterans Service Organizations) or provide copies of cookbook as a "Thank You"

- b. October Awareness Month - ???
- 6. DAC Newsletter w/personal touch – presented with newsletter ideas
Goal - become more visible to make DAC a “must join” committee – personal stories from disabled employees???
- a. May Column – History of Disability Movement
 - b. June Newsletter – PTSD
- 7. Roundtable – discussion/comments